

**Human Resources Automation Council (HRAC) Meeting**  
**Thursday, October 2, 2003**  
**11:00 a.m.**

Yadi Bermea, the new Associate Director for HR Systems (M-12), opened the meeting with a brief self-introduction. Yadi came from the Air Force and managed the migration of the Air Force's legacy personnel system to the modern personnel system (ORACLE HR).

The plans for future HRAC meetings are to have a meeting the Thursday following the Wednesday's Human Resources Council (HRC) meeting and FPPS will be an agenda item until completion. This will help to keep the line of communication open to the different levels of people that need to know what is taking place with the migration.

**AGENDA ITEMS**

**QUICKHIRE IN DOT—Nancy Mowry/Cindy Westray (OST/HR)**

Nancy Mowry gave a brief introduction of QuickHire, the Department's new automated staffing system, and thanked Jim Woodmansee (OST/HR) and Elaine Lyte (RSPA/VOLPE) for providing help with the technical requirements, as well as FHWA and USCG (no longer with the Department). Judy Rodney of FHWA will serve as the Department's Executive Agent. Cindy Westray, OST QuickHire Program Manager, gave a presentation on "Automated Staffing" (attached).

**Question:** Yadi Bermea asked if they have considered the FPPS migration schedules and activities and possible impact on each other in terms of timing or utilizing the same individuals.

Nancy Mowry said that there would be a cross-over between CPMIS and HR staff, but not with the group working on this initiative. Staffing specialists would be working on the QuickHire initiative which would be pretty much the same across all OAs. Harry Dondero, however, stated that VOLPE has same individuals working on QuickHire and current staffing.

Judy Rodney stated that the one thing that may occur down the road is the possible integration of the QuickHire product and FPPS. DOI is presently moving toward using QuickHire which will be a nice connection with this DOT initiative in the future. Implementation of QuickHire at this time, however, is not integrated with FPPS.

**Question:** Yadi asked if they knew the timeline that DOI would establish QuickHire.

Judy Rodney stated that DOI has already initiated partial use of QuickHire, and they helped FHWA with their implementation. Parts of DOI are already using QuickHire, and this will be a benefit for DOT.

**Question:** Jim Woodmansee asked if there were specific plans to store information from QuickHire in CPMIS or FPPS.

Judy stated that it is not in the initial start-up plan.

Harry Dondero stated that VOLPE has same individuals working on QuickHire and current staffing.

#### **SUPERVISORS TOOLKIT—Steve Gomez (OST/HR)**

The Performance Management Task Force was formed over a year ago as part of an effort to meet the President's Management agenda, and Steve Gomez is the Chair Person. Steve gave a presentation on "Creating a Results-Based Performance Culture at DOT" (see attached), and how the web-based supervisors toolkit supports a results-oriented performance culture.

The new Supervisory Toolkit website is an "evolving work" and is available on the HR website at <http://dothr.ost.dot.gov/Toolkit/toolkit.html>.

**Question:** Yadi asked if there was an area for feedback on the website.

Steve stated that various groups were asked to experience the website and provide comments to the task force over the next three weeks. Every web page has a point of contact and comments are welcomed. Steve Gomez can be reached at (202) 366-9455.

#### **FEDERAL PERSONNEL/PAYROLL SYSTEM (FPPS)—YADI BERMEA/BOB HELLER**

Two items were made available for information (attached): (1) FPPS Migration Project Team Roster and (2) Gaps Analysis (where we are).

Bob Heller gave a presentation on FPPS Project Update (attached).

- All FPPS teams are cross-cutting; HR/Payroll.
- Scheduled completion date is September 2004.
- There will be a change in the way we do business.
- There is not a defined time, but changes to CPMIS will be frozen at some point.
- There has been some confusion with what "Parallel Operations" and/or "Parallel Testing" means. In the months ahead, Parallel Operations/Testing means that there will be a pay period or maybe when that the same information entered in the legacy systems will also be input into FPPS. Comparisons will be made on the outputs, and problems will be resolved prior to "going live" on FPPS.
- Historical data will begin accumulating when we go live on FPPS. DOI is building a year's worth of data prior to implementation, but it will not be historical data as we currently have; it will be like a snap-shot of HR data for each pay period and will not include all transactions that have taken place. For reporting purposes, we will rely on history data in the data warehouse.
- Once on FPPS, record reconstructions will be required if changes to personnel actions processed in the legacy system need to be made (such as those required by court order, etc). This will be a training issue that will need to be addressed in preparation for the migration.

#### **DATA WAREHOUSE EVALUATION—Bill Rutherford**

Booze Allen Hamilton has been contracted by the OST CIO Office to conduct a requirements definition and alternatives analysis for DOT's data warehousing needs: FPPS Data Mart, DARIS, and Delphi Data Warehouse. Last week, an intermodal workgroup convened to establish high-level requirements. Their work resulted in a reasonable set of high-level business

requirements. This week, the contractors responsible for the analysis will be meeting with the candidate solution providers, interviewing them to see how their proposed solutions will meet those requirements. Next week, responses will be collated and polished, and a recommendation made and presented at the next FPPS Steering Committee meeting on October 23. When all of this is done, if DARIS has been selected, DARIS Manager teleconferences will begin, and the focus will be firmly placed upon getting the DOT administrations up and running on DARIS so that reporting needs continue to be met during and after migration to FPPS.

Yadi addressed the question as to why the evaluation was being conducted. The evaluation is being conducted because it came up as a Steering Committee discussion item that FPPS comes with a Data Mart and, according to DOI, the Department will be paying for the availability of the Data Mart. The Steering Committee wanted to know why a different data warehouse should continue to be developed through DARIS if the Department will already be paying for a Data Mart. The Committee indicated we needed to be frugal with our resources and address the need to have another warehouse when one comes with FPPS. Initially, there were only two warehouses being evaluated – FPPS Data Mart and DARIS – then Delphi came into play later. As soon as the study is completed and a decision is made, the selected alternative will be announced.

#### **DARIS STATUS—Bill Rutherford**

DARIS has been operational since March 31, 2003. What's "in place" is essentially the web-based MIR functionality: pre-generated parameterized reports, accessible via the intranet. What's "coming" has evolved a bit in recent months due to DARIS' inter-relationship with the DOI HR and Payroll System, FPPS, to which DOT is migrating. The DARIS Reports Manager, Richard Toye, is also the FPPS Reports Team Leader. He is gathering requirements for both systems' reports and the DARIS timeline has adjusted slightly to be in synch with that for FPPS. Enhancements to DARIS' security are being made to enable us to roll out ad-hoc reporting over the intranet. Analysis is about to be conducted to accept a data feed from FPPS – this will be necessary when IPPS, CPMIS, and CUPS are retired from Departmental use. Analysis is also being conducted to ensure that DARIS is ready to accept data from FPPS, as often as FPPS can provide updates, to make DARIS data more timely. All of these things will be put in place, pending the October 23 outcome, before the non-FAA part of DOT migrates to FPPS in early May 2004. This is all pending the results of the data warehouse requirements evaluation.

#### **OPEN DISCUSSION/QUESTIONS**

FPPS updates will be posted on the HR Automation Council website. Also, the HR Automation website will have a link to the FPPS Communication Team's website that will have all types of useful information on the migration.

There were several requests to consider another time for the HRAC Meeting, but due to scheduling of other meetings, the time cannot be changed at this time. The request will be taken into consideration at the earliest opportunity that change is possible.

Next HRAC Meeting scheduled for November 6, 2003, Room 7418, 11:00 a.m.

## **ATTENDEES**

### **Name**

Yadi Bermea  
Mary DeRosa  
Barbara Green  
Bob Heller  
Bill Rutherford  
Ruby Thompson  
Richard Toyne  
Jim Woodmansee  
Vanessa Usual  
Rodney Herron  
Judy Rodney  
William Sykes  
Serina Rouse (Telecom)  
Bill Branick  
Harry Dondero (Telecom)  
Elaine Lyte (Telecom)

### **Agency**

OST/M-12  
OST/M-12  
OST/M-12  
OST/M-12  
OST/M-12  
OST/M-12  
OST/M-12  
OST/M-16  
FAA  
FHWA  
FHWA  
FRA  
NHTSA  
RSPA/VOLPE  
RSPA/VOLPE